

Approved For Release 2003/12/02 : CIA-RDP58-00597A000100070175-3

MEMORANDUM FOR: Legislative Counsel

DATE: 28 August 1951

SUBJECT: Congressional Appointments for DCI

To avoid a repeat on the incident we suffered this afternoon, we shall adopt the following as an SOP on Congressional appointments for the DCI:

1. Where it is anticipated that the DCI shall have to make a Congressional appearance, he will be alerted, if possible, at least ten days prior to the event both:
 - a. In person, and
 - b. By memorandum.
2. In fixing a specific time for the appointment, Legislative Counsel will query the DCI in person on a time acceptable to him. (Background memoranda on the subject of appearance will be made available to the DCI at this time.)
3. In making the appointment on the Hill, Legislative Counsel will make a tentative commitment (for the day previously designated by the DCI) and inform the Congressional staff that this time will be confirmed.
4. In reporting this tentative appointment to the DCI, Legislative Counsel shall say: "The (committee or congressman) has suggested that you appear at (time) hours on (day) (date and month). May we tell (him or them) that this will be acceptable to you."
5. If unacceptable, the committee will be asked to make a change in the appointment.

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C. B. HANSEN
Colonel, USAF
Assistant to the Director

ODCI/CBH:nhh

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